

RECORD OF PROCEEDINGS

Date of Meeting: April 13, 2015

Members Present: Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Renee Bessick, Dr. Michelle Kowalski (4:53 pm), Stacy Jackson-Johnson, Lynn Friebel

Members Absent: Chair Pamela Siegenthaler (excused), Dave Leitenberger (excused), Attorney Jason Murray (excused)

Others Present: Patty Harrelson, Nikki Harless, Recording Secretary Amy Gosser, Marsha Coleman, Kevin Goshe

Others Absent:

The regular monthly Board meeting was held on Monday, April 13, 2015, in the Board Conference Room at Richland County Children Services Board. Vice Chair Kulig called the meeting to order at 4:31 p.m. of Board members present and representing a quorum.

On a motion by Kirkendall, seconded by Friebel, the Board unanimously approved the proposed agenda by all Board members in attendance.

AGENDA

On a motion by Kirkendall, seconded by Jackson-Johnson, the Board unanimously approved the March 9, 2015 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments

Harrelson reported on several upcoming projects, including the Agency training in Forensic Interviewing and the Child Advocacy project involving an agreement with OhioHealth to lease secure rooms within the hospital. Harrelson also commented on several personnel issues.

On a motion by Bessick, seconded by Jackson-Johnson, the Board unanimously accepted the consent agenda.

Executive Committee Report

The Executive Committee met on Monday, April 6, 2015, at 4:00 pm. A quorum was present. The Richland County Children Services Risk Management Plan was approved (on a motion by Bessick, seconded by Kirkendall) for recommendation to the Board.

On a motion by Kulig, seconded by Kowalski, the Board unanimously accepted the 2015 Risk Management Plan as recommended.

Finance Director Report

Finance Report

Goshe distributed and reported on the February 2015 Final Financial Report regarding the revenues and expenditures. There were no changes from the Preliminary Report given at March Board meeting.

On a motion by Kirkendall, seconded by Friebel, the Board unanimously accepted the February 2015 Final Financial Report.

Goshe distributed and reported on the March 2015 Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,396,188.77, \$492,747.82 in revenue, and \$668,697.68 in expenses with an ending balance of \$5,220,238.91. The ending fund balance reflects 53.1% or 6.4 months of the 2015 budget.

On a motion by Friebel, seconded by Jackson-Johnson, the Board unanimously accepted the March 2015 Financial Report.

Finance Committee Report

No Report at this time

Minutes were handed out from the March 19th Finance Committee meeting. Kirkendall stated that Personnel costs are approximately 70% of Agency expenditures. Approximately 60% of Agency revenue comes from Federal funding, and 35% comes from levies. The Committee will continue to meet quarterly.

Levy Committee Report

No Report at this time

Personnel Committee Report

The Personnel Committee met on Monday, April 6, 2015, at 12:00 pm. A quorum was present.

- **Policies for Approval: Policy 8.23 Vehicle Operation/Maintenance Policy and Policy 3.3 Driver Eligibility Policy**

Several changes were suggested to these two policies.

On a motion by Bessick, seconded by Friebel, the Board unanimously accepted the Policy changes as recommended by the Personnel Committee.

- **Personnel Discussion-HR Position**

There was discussion regarding hiring an HR Manager right away, as opposed to waiting until January 2016. Filling the position will alleviate some of the challenges faced by Harrelson in serving dual roles as Executive Director and HR Manager, and will take advantage of the coaching project resource that is already underway within the agency.

On a motion by Bessick, seconded by Kowalski, the Board unanimously accepted the hiring decision as recommended by the Personnel Committee.

- **Resolution 04-13-15-01**

Resolution 04-13-15-01 was proposed. This would reclassify a Case Worker position to a Family Support Specialist position.

On a motion by Friebel, seconded by Kowalski, the Board unanimously approved Resolution 04-13-15-01 by roll call vote and signature.

Services and Program Report

- Next Meeting will be April 30, 2015, at 3:30.

BILLS

Payment of Agency Bills - On a motion by Kirkendall, seconded by Bessick, the Board unanimously approved payment by signature of the Agency bills.

EXECUTIVE SESSION

The Board did not convene an Executive Session on this date.

ADJOURNMENT

On a motion by Kirkendall, seconded by Kowalski, the Board moved to adjourn the meeting at 5:55 p.m.

Respectfully Submitted:

Jim Kulig, Vice Chair

Amy Gosser, Recording Secretary